DEPARTMENT OF RETIREMENT SYSTEMS

RFP #00-33

Asset Management Database Project

STATEMENT OF WORK

1. **PROJECT STATEMENT**: The purpose of the project is to combine information stored in approximately 25 separate Excel spreadsheets and maintained by ITS support staff into one SQL database. This information is critical to maintaining the IT Portfolio, maintaining licensing requirements for software, maintaining infrastructure, strategic planning and making solid data-based decisions.

   This database will be cross-linked with DRS' Track-It! Help Desk database which is currently a FoxPro database but is being converted to SQL 7.0 to allow updates entered into either program to update table information in the other database.

2. **OBJECTIVE:** The objective of this project is to consolidate asset management data into a single database to facilitate the collection and use of the data.

3. **PROJECT MANAGEMENT AND ORGANIZATION:** The Contractor will report to the Information Technology Services (ITS) Manager, who will act as the Contract Manager for DRS with final acceptance authority for all deliverables and approval authority for billings and payments to the Contractor.

   The Contractor will perform two primary functions:
   1. Mentor two novice Visual Basic (VB) developers and three novice SQL Database Administrators (DA) throughout the project.
   2. SQL database designer and VB developer subject to review by one or all of the following managers: ITS, Systems Development (SD), or DRS' Data Administrator, as to accomplishment of the tasks and deliverables identified in the Statement of Work.

   The contractor may choose to work off-site using his or her own facilities and equipment or on-site using DRS facilities and equipment, but must be available and present on-site to the extent that the fulfillment of the contract requires the contractor to interact with DRS employees.

   DRS will provide guidance and review to the Contractor regarding progress toward completion of tasks and deliverables identified in the Statement of Work. The Contractor is responsible for selecting the most effective means and methods for accomplishing the services required by the contract.

   No employees of DRS will be supervised by, or report to, the Contractor. The Contractor is to be available as a resource to DRS employees and will have access to DRS staff for technical expertise and business knowledge.

   The Contractor is responsible for obtaining or possessing any training necessary to complete the contract. The Contractor is responsible for his or her own work schedule although DRS can require attendance at specified meetings or conferences.

DRS will provide no employee benefits or any reimbursement for travel or any other expenses to the Contractor. The Contractor is engaged for the term of the contract only. No continuing working relationship is contemplated outside the terms of this contract.

The Contractor may, during the course of his or her execution of this contract, provide services to other clients if those services: (1) Do not constitute a conflict of interest with DRS work as detailed under the General Terms and Conditions of the contract or, (2) Do not interfere with the timely completion of DRS' tasks and deliverables.

4.   **TASKS/DELIVERABLES:**

The Contractor's tasks and deliverables will include:

Determine business requirements and needs

- **Review agency DB standards and design models** - work with DRS DA and SD staff to analyze standards, guidelines and overall design architecture and software infrastructure. Provide adequate documentation as required. Prior to development, obtain customer buy-off and approval from the ITS, DA and SD Managers. *Deliverable #1*

- **Analyze the current data and define process for conversion to SQL** – work with DRS staff to analyze current data sets and define requirements to convert the data to SQL tables. Develop conceptual design, ER diagrams and alternate models for data entry interface and modification of which meets the defined requirements. Provide adequate documentation as required. Obtain appropriate technical approach approval and buy-off from the ITS, DA and SD Managers. *Deliverable #2*

- **Perform the development of system/program design** – working with DRS VB developers and DA staff, define the detailed design aspects of the database and application so they meet established business requirements and project objectives. Provide adequate documentation as required. Obtain approval and buy-off from SD, ITS and DA Managers. *Deliverable #3*

- **Create SQL database and interface programs** – Create the SQL database and application system modules, test the modules and control mechanisms as defined in the system/program design specifications and DRS standards. Provide adequate documentation as required. Obtain the appropriate level of approval and buy-off. *Deliverable #4.*

- **Participate in programming reviews and make required modifications** – as a result of debugging and testing make any required modifications to the database or interface programs, specifications, program modules code, documentation etc. to assure they conform to established DRS standards and fit into the objectives of the project. Obtain the appropriate level of approval and buy-off from the ITS, SD and DA Manager.

- **Participate in user acceptance testing** – participate in establishing a system test environment for the clients to perform system verification, be available for mentoring

and consultation and react to problems or issues as they are identified. Obtain the appropriate level of approval and buy-off from the ITS Manager. *Deliverable #5.*

- **Provide training and documentation to ITS technical support staff** – Provide DRS technical support staff training and documentation to use and maintain the program modules and database. Obtain appropriate level of approval and buy-off from the ITS Manager, SD and DA Manager. *Deliverable #6.*

5. **Minimum Knowledge and Experience**
   (M) Mandatory (D) Desirable

   Candidates will be expected to have a thorough working knowledge (Senior level) of the following:

   (M)   Excel spreadsheets
   (M)   SQL 7.0 Server applications
   (M)   Visual Basic
   (M)   Analysis and design of database structures
   (M)   Analysis and design of database applications
   (M)   Database security
   (D)   FoxPro
   (D)   Stored procedures

6. **PROPOSAL CONTENT:**

   Vendors must supply DRS the resume, two professional references, an hourly rate, availability date, and any other pertinent information about the candidate(s) being proposed.   The combination of resume and other pertinent information must document the candidate's ability to meet the mandatory (M) requirements identified in Section 5 and the degree to which they meet the desirable (D) requirements. In addition the vendor is to provide a proposed schedule, estimated hours for each deliverable and a fixed price for each of the deliverables.

7. **PROPOSAL SUBMISSION:**

   An original and three copies of all responses must be delivered to the DRS RFP Coordinator at the address below.   They must be received by 4:30pm, local time, September 25, 2000. It is the proposer's responsibility to ensure physical delivery of the proposals at the time and place specified. Faxes and E-mails will not be accepted.

Mailing Address:	Jim Gunn, DRS RFP Coordinator
	P.O. Box 48380
	Olympia, WA. 98504-8380
Street Address:	6835 Capitol Blvd.
	Tumwater, WA. 98501
Phone Number:	(360) 664-7264
E-mail:	jimg@drs.wa.gov

8. **PROPOSAL EVALUATION:**

   Evaluation of candidates will begin September 26, 2000.   An initial review will determine the proposals that are considered responsive to the details of the RFP.   A review committee will then

evaluate all responsive proposals.   As part of that evaluation, DRS reserves the right to seek clarification of proposal content in order to fairly evaluate all proposals on common grounds. Based on the results of the evaluation, DRS may conduct interviews and perform reference checks for those candidates that are deemed viable by the review committee.   DRS also reserves the right to contact references other than those supplied by the vendor and use those references in the evaluation process.

After a complete review of all proposals, if the review committee feels one candidate/proposal is significantly more suited for the position than the others, the committee may decide not to conduct individual interviews to help accelerate the process.

9.   AWARDING OF CONTRACT:

Following selection of an APPARENTLY successful vendor, contract negotiations will begin. Only after a contract agreeable to both parties has been negotiated and signed will the SUCCESSFUL vendor be announced.   Protests must be filed within five calendar days of notification and be addressed to the RFP Coordinator.   Protests will be resolved in the following order: 1) DRS' Assistant Director of Information Services and 2) DRS' Director, whose decision will be final.

10.   SCHEDULE:

The schedule for this contract will be determined during contract negotiations.   It is, however, DRS' desire to begin work on this project early in October.

11.   COSTS:

The total dollar amount for this contract will be finalized during contract negotiations.

12.   BILLINGS:

The contractor will invoice DRS no more frequently than once a month for deliverables completed and accepted by the ITS manager since the last invoice. Invoice amounts will be as specified for the associated deliverable(s) in the contract.